

Classification

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REPORTS INVENTORY

PREPARE IN DUPLICATE				DDS/OTR/SUS-14	
1. TITLE OF REPORT (If a fill-in report include Form No.)				2. TYPE OF REPORT	
Statistics on Accomplishments--FY				<input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL <input checked="" type="checkbox"/> TRAINING LOGISTICS <input type="checkbox"/> SECURITY MEDICAL <input type="checkbox"/> FINANCE		ADMIN. GENERAL OTHER (specify)	
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)	
3 (MTF) 4 (AT)		Annually		1 (C/SUS)	
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT	
Memo and table		<input type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO		Memo from C/SUS, 8 Apr 1970, "Info. for Use in DD/S Briefing"	
10. PREPARING COMPONENT (include lowest level contributing information to report)			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)		
DC/SUS-MT (MT) SUS-AT SUS-AT/CTF			2 (MTF, AT)		

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
15 (2)	\$12.80		12		\$153.60		1		\$153.60
14 (2)	11.00		6		66.00		1		66.00